

United States Department of Agriculture



Natural Resources Conservation Service
375 Jackson Street, Suite 600
St. Paul, MN 55101-1854

*Helping People
Help the Land*

Phone: (651) 602-7900
FAX: (651) 602-7914

(Today's Date)

TO: Bryan A. Welp, Budget Officer

SUBJECT: FY07 Year-End GPC Account Reconciliation - Attachment 3

This letter outlines those transactions that were approved during FY07 but have not yet processed in PCMS (i.e., purchase card was used but charge has not appeared and been reconciled in system).

Cardholder Name:

Office Location:

Approved transactions not processed in PCMS:

<u>Product / Service Description</u>	<u>Vendor</u>	<u>BOC</u>	<u>Amount</u>
Copier Paper (Example)	Boise	2670	\$XX.XX
Toner cartridge (Example)	Boise	2639	\$XX.XX

TOTAL OUTSTANDING CHARGES

\$XXX.XX

The above transactions were approved during FY07 and require a current year obligation to cover future disbursements. A year-end accrual is necessary to account for the total purchase card transactions outstanding. These charges will be reconciled to FY07 accounts when PCMS becomes available in October. If there are any questions, please contact the cardholder at (###) ###-####.

(Sign Here)

CARDHOLDER NAME

Position, Office Location

Cc: ASTC(FO) or PSOS Leader
Laurie Otte, LAPC